

Fall 8-15-2000

ENG 1001G-009: Composition and Language

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ENGLISH 1001C-009: COMPOSITION AND LANGUAGE

FALL 2000

TUES. & THURS. 8:00-9:15

COLEMAN HALL 302/303

INSTRUCTOR: LEANN SMITH

OFFICE: CH 329

OFFICE HOURS: TUES. & THURS. 9:15-11:00am

MAILBOX: CH 308

OFFICE PHONE: 581-6319

E-MAIL ADDRESS: lsmith@rr1.net

WWW ADDRESS: <http://www.ux1.eiu.edu/~cfls>

COURSE DESCRIPTION: This course introduces the reading and writing of expressive, expository and persuasive essays. Attention is given to effective expression, clear structure, adequate development, and documentation of sources. **PREREQUISITE:** ENG 1000 or proficiency in basic skills as determined by the English Department.

GUIDELINES: All students with an ACT English score of 15 or above (13 on old ACT) are placed in English 1001C. Students with ACT scores below the cut-off—or with no ACT scores on file—are placed in ENG 1000: Fundamentals of English, a basic review of grammar, punctuation, and spelling, which also includes instruction in writing sentences, paragraphs, and brief essays.

OBJECTIVES: This course instructs students in:

- writing expressive, expository, and persuasive papers that reflect a clear command of the writing process.
- writing purposeful, adequately developed sentences and paragraphs with maximum clarity.
- using standard written English in both thought conveyance and syntactic construction.
- developing skills in critical reading, in listening, and in evaluating culturally diverse course materials and in becoming more discerning readers and editors of their own writing.

REQUIRED TEXTS AND MATERIALS: Must be obtained before class on ~~8-14~~

Axelrod and Cooper, St. Martin's Guide to Writing, 5th Ed.

Miller, The Prentice Hall Reader, 5th Ed.

Fulwiler and Hayakawa, The Blair Handbook, 2nd Ed.

Crump and Carbone, Writing Online, 2nd Ed.

A standard college-level dictionary

A notebook/folder for class notes and ongoing papers/drafts/peer reviews, etc.

A separate folder for use as a final writing portfolio

COURSE REQUIREMENTS OVERVIEW: You will be required to write often both in and out of class, to read selections that may be assigned from the texts, to participate actively in classroom discussion and peer editing exercises, to refer individually to the handbook when necessary, to complete all classroom exercises and essays, and to attend all conferences when scheduled. You are also expected to keep track of **all** of your work—drafts, peer reviews, instructor comments, etc. Do **not** throw away anything!! You will submit to me a final writing portfolio that should include the final copies of the essays as well as **all** accompanying materials.

SPECIFIC REQUIREMENTS INCLUDE:

Essays:

You will be required to write and revise **four 3-5 page double-spaced, typewritten, evaluated but non-scored essays** out-of-class. With each essay, all accompanying materials (including but not limited to planning exercises, previous drafts, peer/group reviews, self-assessments and instructor comments) should be included. Additional guidelines for preparing these essays will be given throughout the semester. Additionally, you will be working on these drafts in class with peer groups gaining suggestions for revision. A draft of each paper is due at the beginning of class on the designated date (see course outline). After extensive work, you will present a draft of each essay to me in conference for which you will receive feedback and possible suggestions for further revision (again, see course outline for conference dates). Essays and their materials will be compiled into a final portfolio that will be submitted to me at the end of the semester.

Quizzes: Throughout the semester, I will announce quizzes. These are to be taken on the day they are assigned. If you are to be absent on the day a quiz is to be given, I will allow you to take it ahead of time. In no case can a quiz be taken after it has been given in class.

Conferences:

Throughout the semester, I will schedule **5** conferences so that you may meet with me and discuss the progress of each essay and any other concerns you may have. You **must** sign up and attend these conferences. At each conference, you will read me a revised/completed draft of your paper. I will then offer suggestions for revision if needed.

To earn the total possible conference points at each meeting, you **MUST** do the following:

1. Attend!!
2. Have a completed and polished draft in hand and read it to me.
3. Be able to show me substantial revisions (i.e. how and where you considered peer comments, what changes you have made and why...etc.)
4. Come prepared with questions and concerns about the draft.

****If you do NOT attend, you receive NO points, ONE absence, and NO feedback on your paper.**

****If you DO attend but DO NOT MEET THE ABOVE CRITERIA, a substantial number of points will be deducted from that conference.**

Due to the large number of students/conferences, I cannot allow conferences to be "made up" and, likewise, cannot allow conference points to be "made up". So, it is important that you sign up for a time that best fits your schedule and then make every possible effort to attend.

Planning exercises, peer reviews, self-assessments, course readings and other assigned activities: What may seem to you like "busy work" is all part of the writing process. These activities will be done both in and out of class with the purposes of guiding you through the writing and revising processes and aiding you in becoming a better, more conscientious writer and editor. Keep **ALL** of these materials, for they will be evaluated as part of your final writing portfolio.

Final Writing Portfolio: The portfolio will include the finished essays as well as all accompanying materials including but not limited to the above materials. Your final portfolio will also include a brief reflective piece on each chosen essay and a longer, more substantial "portfolio essay" that documents your growth as a writer. The portfolio is a final representation of your writing for 1001C and should be compiled and presented as carefully as possible. Additional guidelines for preparing the portfolios will be given later in the semester.

ATTENDANCE AND LATE POLICY: Since this course involves a great deal of class participation, it is essential that you attend classes and conferences alike. You are expected to attend every meeting and to be on time. Remember, if you are absent you are held responsible for the material covered in your absence. This includes any assignments given or collected. In other words, it is up to you to "get caught up." If tardiness or absences become excessive, your grade will be affected. I will allow 3 absences for whatever reason. **Each absence thereafter will result in a full letter grade reduction at the end of the course.** Likewise, if you are more than 15 minutes late for class, you will receive an absence.

Example: If you have a B average at the end of the course and 4 absences, you then have dropped to a C for the course. If you have a B average at the end of the course and 5 absences, you then have dropped to an NC for the course.

****I know that emergencies and unavoidable circumstances do arise, so please contact me as soon as possible so that we may discuss the nature of the absence.**

MAKE-UPS AND LATE PAPERS: Again, conferences may not be made up. Furthermore, in the event that you do not hand in the final portfolio by its due date, the portfolio grade will be lowered one full letter grade.

EVALUATION: You will complete an in-class diagnostic writing which will **NOT** be figured into the overall course grade. You will submit all completed papers to me at mid-term for "evaluation" which will not be figured into the overall course grade. In all, you will be required to write and revise 4 essays out-of-class that will be compiled into a final writing portfolio. Quizzes will also be given at various times throughout the semester when deemed necessary. **Failure to complete all 4 essays and the final portfolio will result in a grade of N/C for the course regardless of point totals!** If you are curious, nervous, frustrated, overwhelmed, confused, or just plain ticked off, then I'm the one to talk to FIRST! Come see me to discuss your work, your grade, or any issue with me anytime.

A breakdown is as follows:

500 possible points

Conference Draft 1	25	Quiz 1	10	Class participation,	50	Final Portfolio	300
Conference Draft 2	25	Quiz 2	10	conference and class preparedness			
Conference Draft 3	25	Quiz 3	10	peer review, attitude, and			
Conference Draft 4	25	Quiz 4	10	overall effort shown			
		Quiz 5	10				

The course grade will be determined using the following scale:

100-90%=A

89-80%= B

79-70%= C

69% and Below=N/C

All writing will be assessed analytically according to 5 factors:

Focus	Style, Mechanics, Grammar, Spelling and Documentation
Development	Process (evidence of invention, peer editing, and revision) and Audience
Organization	Consideration.

Additionally, your final writing portfolio will be assessed according to its delivery (neatness, thoughtfulness, originality, appearance, organization, expression of self, etc.)

ENGLISH DEPARTMENT STATEMENT CONCERNING PLAGIARISM: Any teacher who discovers an act of plagiarism – "The appropriation or imitation of the language, ideas and/or thoughts of another author, and representation of them as one's original work" (Random house Dictionary of the English Language)—has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignment of a grade of F for the assignment and a grade of N/C for the course, and to report the incident to the Judicial Affairs Office.

INFORMATION FOR STUDENTS WITH DISABILITIES: Students who have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services at 581-6583 as soon as possible.

ADDITIONAL INFORMATION:

- Make sure that you save your work often (use RTF) and on more than one disk (preferably on three or more) to prevent loss of material.
- If you lose a disk, be sure to check the "lost and found floppies" box.
- Anyone who is found tampering with a computer and its set up or who is found using the computer for anything that is not course-related is subject to course dismissal.

Tentative Course Outline

1001-009 LeAnn Smith

Additional readings and activities for each unit will be given throughout the term. Pencil these in as you go.

Week 1: CH303

August 22 Introductions
24 Diagnostic Writing
Begin Unit 1 Sign up for Conferences (my office door)

Week 2: CH 302 (LAB)

29 Continue Unit 1
Film
31 **No Class Conferences Unit 1 (check location)**

Week 3: CH 303

September 5 **No Class Conferences Unit 1 (check location)**
7 Peer Evaluation Unit 1—Bring extra copies to class

Week 4: CH 302 (LAB)

12 Begin Unit 2
Sign up for Conferences (my office door)
14

Week 5: CH 303

19 Continue Unit 2
21 **No Class: Conferences Unit 2 (check location)**

Week 6: CH 302 (LAB)

26 **No Class: Conference Unit 2 (check location)**
28 Peer Evaluations Unit 2—Bring extra copies to class

Week 7: CH 303

October 3 Begin Unit 3
5

Week 8: CH 302 (LAB)

10 Bring St. Martin's and Blair Handbook to class this week
Sign up for Conferences
12 **Midterm—Hand in latest version of Unit 1 & 2 (optional)**

Week 9: CH 303

17 **No Class This Week: Conferences Unit 3 (check location)**
19

Week 10: CH 302 (LAB)

24 Peer Evaluations Unit 3—Bring extra copies to class
26 Begin Unit 4

Week 11: CH303		
	31	Continue Unit 4 Sign up for conferences (you know the routine!)
November 02		
Week 12: CH 302 (LAB)		
	7	No Class this week: Conferences Unit 4 (check location)
	9	
Week 13: CH303		
	14	Continue Unit 4
	16	Peer Evaluations Unit 4—Bring extra copies to class Make sure you have credit for having completed all 4 essays
Week 14:		
	20-24	THANKSGIVING RECESS—NO Classes
Week 15: CH 303		
	28	Portfolio Work
	30	Portfolios Due in Class Last Class Day in 1001 Sign up for Finals Week Conferences (my office door)
Week 16:	5-7	PARTY, SLEEP OR STUDY FOR OTHER FINALS. (While I Grade like MAD!!!!!!!!!!)
Finals week: My Office		
	11-15	Final Conferences 1001-009—Thursday, Dec 14 @ 8:00-10:00 am

1. How to Save Your Documents to your Floppy Disk:

Go to file, save as, pull up 3 ½ floppy, create appropriate file name (to title your work, see instructions below). Now, scroll down in the "save as type" box until you locate rtf (rich text format). Now click on SAVE. Check to see that it made it to your disk before exiting the program. You may also want to keep more than one identical disks for "safe keeping" (back ups).

2. How to Appropriately Name/Title your Documents:

For each unit, you will want to create a file folder to house that unit's materials. Each Unit folder will contain your invention work, all drafts of that essay, and the final draft. Keep ONLY your writing in these folders. Keep class notes and other materials separately.

- a. to title your invention work, use this formula when saving. When asked "file name", you will type a formula much like this one: U1LAS.IL
 - This stands for: Unit 1 your initials. Invention List.
 - Then, whenever you go to that file, you can add to it as needed, always referring to it and saving it as Unit 1 your initials. Invention List (U1LAS.IL). There is no need to save all versions of your invention; just **add to (but don't copy over or delete)** this same file each time.
 - Subsequently, then, Unit 2's invention will be titled U2LAS.IL and so on.
- b. to title your drafts, use this formula: U1LAS.D1
 - This stands for: Unit 1 your initials. Draft 1
 - When you revise this draft, DO NOT save over this one. Remember you will be showing me ALL drafts in your final portfolio. Thus, you will need to re-title your file and save the new version in addition to the old. Now save the revised version as U1LAS.D2.
 - D3, D4 and so on will follow for each subsequent revision of Unit 1 essay.
 - Unit 2 essay will follow suit. U2LAS.D1 etc.
- c. to title your Final draft—the one for which I will evaluate at the end of the semester—use this formula: U1LAS.FD
 - This stands for: Unit 1 your initials. Final draft